



Job Title	Fire Code Inspector II	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	7	Job Code	14400

Class Specification – Fire Code Inspector II

Summary Statement:

The purpose of this position is to ensure code compliance with the Adopted International Fire Code and applicable NFPA and other standards, in order to make structures and processes safe for the public and occupants. This is accomplished by conducting fire code inspections on new and existing structures; conducting fire inspections primarily focused on new construction and remodels; conducting existing business inspections; and conducting new and existing public school inspections that require certification from the Colorado Division of Fire Safety. Other duties include assisting in fire code adaptation process, limited plan review, and serving on various technical and community committees.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

Code Services- Code Inspector

70%	Performs fire code inspections by retrieving inspections on schedule and printing; reviewing previous inspection and building/unit information, reviewing associated plan review notes and inspections noted to the project and print; reviewing inspection notes to anticipate time and special circumstances for projects; driving; performing assigned inspections; preparing detailed written inspection reports; rearranging schedule if needed due to changes; and meetings with business owners to go over finding or scheduling. Examines and evaluates hazardous materials program, procedures and facilities for compliance.
10%	Performs research code related issues by searching in office and in the field to prepare for inspections and meetings with contractors, developers and business owners.
5%	Participates in/or attends staff meetings, meetings with business owners and/or members of the fire department.



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5%	Reviews technical bulletins, training materials, webinars and other sources needed for staying current on new construction and/or fire protection system technologies through self-development or training. Trains and maintains certifications by attending various training classes and seminars to maintain CEUs for all required certifications for the Fire code inspection II position.
10%	Completes assigned projects and tasks to support the goals and objectives of the Department, Division, and Section, and goals assigned in the employee's annual performance plan.

	Code Services- Origin and Cause Inspector
40%	Performs fire code inspections by retrieving inspections on schedule and printing; reviewing associated plan review notes and inspections noted to the project and print; reviewing inspection notes to anticipate time and special circumstances for projects; driving; visually inspecting the installation of all fire protection systems; preparing detailed written inspection reports at businesses and on job sites; rearranging schedule if needed due to changes; and meeting with business owners to go over findings or scheduling.
10%	Performs research code related issues by searching in office and in the field to prepare for inspections and meetings with contractors, developer and business owners.
5%	Participates in/or attends meetings to ensure consistency and problem resolution with contractors, developers, business owners and/or members of the fire department.
5%	Reviews technical bulletins, training materials, webinars and other sources needed for staying current on new construction and/or fire protection system technologies through self-development or training.
5%	Trains and maintains certifications by attending various training classes and seminars to maintain CEUs for all required certifications for the Fire code inspection II position.



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35%	Responds to fire incidents during normal business hours and after-hours while on stand-by duty to interview, document, process fire scenes and follow NFPA 921 and 1033 to determine the cause and origin of fire events. Interacts with the Colorado Springs Police Department on incendiary or undetermined suspicious fires. Writes fire investigations reports documenting observations, actions taken and findings of fire investigations. Testifies in court proceedings as needed regarding actions and findings associated with fire investigations.
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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in area assigned: fire code inspection and construction technologies; Origin and Cause determination, interview techniques, and evidence collection; or in the usage, storage, and handling of hazardous materials.

Experience: Two years of full-time experience as a Fire Code Inspector I or equivalent. In the assigned area of hazardous materials, requires the two years of responsible experience in a position dealing with chemicals or hazardous materials; and code enforcement or origin and cause investigation.

Fire Code Inspector II – Code Enforcement and Hazardous Materials

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICC Fire Inspector II Certification	Within 12 months of start date
Hazardous Materials Awareness training	Within 12 months of start date
State of Colorado Inspector II	Within 12 months of start date
Colorado State Fire Suppression Systems Inspector	Within 12 months of start date
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS700	Within 12 months of start date
ICS 800	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Fire Code Inspector II– Origin and Cause

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICC Fire Inspector II Certification	Within 12 months of start date
State of Colorado Inspector II	Within 12 months of start date
Colorado State Fire Suppression Systems Inspector	Within 12 months of start date
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date



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National Fire and Explosives Investigators (NAFI) Certified Fire Explosives Inspector	Within 12 months of start date
International Association of Arson Investigators (IAAI) Certified Fire Investigator	Within 24-36 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires the occasional direction of helpers, peers, assistants, seasonal employees, interns, volunteers, or temporary employees.
Supervision Received:
Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
This job title has no budgetary responsibility.

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. Will be required to successfully complete a spirometry test in order to wear a self-contained breathing apparatus (SCBA).

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Rarely



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment, sound level meters, water flow tools and appliances, voltmeters, tablets, and slates.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014